Annual Item Selection Update Cycle Instructions

An opportunity to add item numbers to depository library selection profiles will take place June 1st through July 31, 2009.

During the Update Cycle, libraries may log into the **Amendment of Item Selections Web form** and add or drop item numbers.

GPO recommends that libraries review their current and prospective selections, while keeping the U.S. Government information needs of their community in mind.

The Update Cycle is the only time that item numbers may be added. All additions remain pending until they are activated with the beginning of fiscal year 2010, October 1, 2009. Libraries will begin to receive new publications with shipping lists dated October 1st and after.

You may drop item numbers at any time during the year.

Information about item numbers can be found in the FDLP Desktop article, **Item Number System**.

Schedule

June 1, 2009
Selection Update Cycle 2009 begins
June-July
Depository libraries evaluate selections and make any desired changes
July 31, 2009
Deadline for submission of all additions
October 1, 2009
New selection profiles with added item numbers become effective, fiscal year 2010.

Instructions for using the Amendment of Item Selections Web form

Libraries enter their amendments using the Web form **Amendment to Item Selections**.

You will need your depository library number and internal password to submit your additions or deletions. More information about the internal password is in the FDLP Desktop article, **Passords Used By Depository Libraries** .

Item numbers may be added or dropped using this form by typing the item number into the "Add" or "Drop" column as appropriate.

To view your library's current item selection profile, consult the **Item Lister**. The Item Lister is regularly updated, typically twice each month.

If you delete item numbers for titles in any format other than microfiche, you can anticipate that you will no longer receive publications shipped under those item numbers within 72 hours of your transaction. Deletion of microfiche item numbers will take effect beginning the week after the amendment was submitted. After these changes are in effect, you will no longer be able to claim items listed on shipping lists. Deletions submitted should appear in an Item Lister update in 2-3 weeks.

Automatic Confirmation of Selections

Automatic confirmation of the changes you input is a function of the Web application. If you enter your e-mail address along with your depository library number and internal password when filling out the online selection update form, an e-mail confirmation of your transactions

should be sent to you. However, for your records you may want to print out and/or save the Web page confirmation that appears before you hit the Submit button. When you save the file, change the file name extension from .cgi to .html to view the page in a Web browser.

Questions?

To report inputting errors, request your password, get help with access, or to ask any other question about the Update Cycle, please contact the GPO online help service, **askGPO**.

To ensure that your question is routed to the correct area, please choose the category Federal Depository Libraries and then Passwords or Amendment of Item Selections.

NOTE: If you mistakenly delete an item number or select an item number that you really wanted to delete, you must contact GPO as soon as possible. Do not try to input the correct selection again by entering another transaction on the Amendment to Item Selections form. If you do not report your error, your receipts of publications may be affected and claims may not be honored.

Library Directory information

Please use this opportunity to review your library directory information in the **Federal Depository Library Directory.**

Quick Reference

Depository library numbers - Enter numbers using leading zeros, if necessary, to equal four numbers. Do not include dashes or spaces in the number. Examples: 0001, 0124A, 0636B.

Item numbers - Item numbers have between four and seven characters. Use leading zeros and dashes when necessary. Examples: 0001, 0553, 0017-A, 0018-C-01.

Passwords - If you have lost your password, or your password is invalid, please contact **askGO** ; select the category Federal Depository Libraries, and then Passwords.

List of Classes - If you do not know a specific item number, check the List of Classes, which lists all publications available for selection by depositories.

Item Lister - Prior to submitting items for selection or deletion, library staff are encouraged to check the Item Lister to verify their current selection profile. The Item Lister is regularly updated, typically twice each month. Deletions submitted should appear in an Item Lister update in 2-3 weeks.

WEBTech Notes - Use this MS Excel file to locate newly created item numbers that your library may want to add to your item selection profile.

Documents Data Miner 2 – a non-GPO resource that allows you to combine files from the latest version of the List of Classes of United States Government Publications available for Selection by Depository Libraries, the Item Lister's Current Item Number Selection Profiles for Depository Libraries, and the Federal Depository Library Directory.

Additional Information

FDLP Collection Lists

There are several collection lists that libraries are encouraged to review during the Update Cycle. The titles on these lists are primary U.S. Government resources which may be of interest to many depository library communities. Depository libraries may choose to select any or all of the items in these collections. Information about the individual lists, as well as the lists themselves may be found on the FDLP Desktop, under **Collection Management**, **Building Collections**.

Keep in mind that all depositories are expected to have the titles in the Basic Collection accessible to their patrons, whether these item numbers are selected or not.

* **Basic Collection List**
* **Suggested Core Collections List**
* **Essential Titles List for Public Use in Paper or Other Tangible Format**

Frequently Used Collection Management Tools

* **Item Lister**
* **List of Classes** (.pdf file)
* **List of Classes** (.txt file)
* **Administrative Notes Technical Supplement**, Update to the List of Classes, New Item Numbers
* **WEBTech Notes**
* **Documents Data Miner 2** (DDM2) (non-GPO resource)

Selection Rate and Collection Development

Libraries are reminded that there is no minimum item number selection rate that they must select. Instead, libraries are encouraged to create an item selection profile that best meets the needs of their library users. User needs are ideally documented in a current library collection development policy where information about how the library meets the Federal Government information needs of the community is described. See the Federal Depository Library Handbook, Chapter 5, **Depository Collections**, for more information about building an effective depository collection.

Creating a Mostly Electronic Depository Collection

Some item numbers distribute publications in multiple formats, while others distribute publications in only one format. Whenever an item number is exclusively designated as an (EL) or electronic format, libraries are encouraged to select that (EL) item number. Reasons for adding these item numbers to a library's profile may be found in the FDLP Desktop article on the **Item Number System**.

Items Distributed to All Libraries

Titles distributed under item numbers **0556-C** and **1004-E** are distributed to all depository libraries whether your library selects these items or not. GPO will distribute titles under these item numbers throughout the year if the informational content is deemed relevant to all depository libraries. Please do not drop these item numbers from your selection profile.

Regionals Only

Libraries are reminded that the following item numbers can only be selected by regional depository libraries, including one designated library in a state or jurisdiction without a regional library.

* Item number **0993-A-01**, Congressional Record (bound) 1985 and forward, SuDocs Class X 1.1:, and
* Item number **1008-F**, Serial Set (bound) 105th Congress and forward, SuDocs Class Y 1.1/2:

Congressional Publications

Libraries are reminded that GPO has instituted a new policy for congressional publication item numbers. As a result, libraries should carefully review which formats of congressional publications their users need and select the appropriate corresponding item numbers. See the FDLP Desktop article **New Item Number Procedure for Selected Congressional Publications.**

Passworded Databases

Federal depository libraries have free access to Federal databases that are otherwise subscription based. You are encouraged to add the item numbers for the databases to help users of the Catalog of U.S. Government Publications (CGP) identify libraries that they may visit to gain access to these onsite-only resources. See the FDLP Desktop article **Passworde Databases** for more information. Please keep in mind that STAT-USA is in the Basic Collection.

Suggestions for Changing Formats

If you wish to change the format your library selects for resources available for selection in more than one format, GPO suggests the following procedure, using an example to switch from paper to microfiche, to prevent gaps in holdings:

* Add the microfiche item during the Update Cycle.
* Once the new selection is distributed in October and your library receives the first shipment of the title in microfiche, delete the paper selection.

For example, to change the Federal Register selection from paper to microfiche, add item 0573-D in June or July, for implementation in October. Then use the Amendment to Item Selections form again to delete item 0573-C after you begin receiving microfiche copies.